



PERMITTING & DEVELOPMENT
BUILDING
DIVISION
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PERMIT SUBMITTAL REQUIREMENTS FOR Commercial & Multifamily Permit Submittal Requirements

The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

PRE-APPLICATION MEETING: [\(See Handout #B58\)](#)

Pre-application meetings are strongly encouraged between design professionals and City staff to determine major code issues and required processes, permits and approvals prior to permit application submittal. Contact a Development Services Permit Coordinator for information, fees, and scheduling.

ARCHITECTURAL DESIGN BOARD APPROVAL & DISCRETIONARY PERMITS: [\(See Handout #P9\)](#)

Architectural Design Board (ADB) approval is required prior to building permit application submittal. Other required discretionary reviews and/or permits (i.e., conditional use, shoreline, variance, etc.) may be combined with the ADB review. All discretionary review must be complete and appeal periods expired prior to submittal of a building permit unless a concurrent review application is requested in writing, pursuant to Edmonds Community Development Code Chapter 19.00.020.

CONSTRUCTION PLAN REQUIREMENTS:

The State of Washington Laws for Architects require that projects with five (5) or more dwelling units or commercial or multifamily projects in excess of 4,000 square feet have plans designed, stamped and signed by a Washington State Licensed Architect or Structural Engineer; unless an exemption of RCW18.08.310(10) or RCW 18.43.020(5) can be proven to the Building Official. State Licensed professionals who prepare plans are required by State Law to stamp and sign all design work regardless of whether an exemption is permitted.

DISCRETIONARY APPROVALS:

Discretionary approvals are completed in advance of building permit submittal and may include:

- Critical Areas Determination [\(See Handout #P20\)](#)
- SEPA Checklist [\(See Handout #P71\)](#)
- Traffic Study
- Architectural Design Board Approval [\(See Handout #P9\)](#)
- State Wildlife Hydraulics Permit (for work near or in watercourses)
- Shoreline Permit (for work within 200 feet of a shoreline) [\(See Handout #P7\)](#)

SUBMITTAL REQUIREMENTS

1) CITY APPLICATION

2) CIVIL PLANS:

SURVEY:

(Stamped by a Washington State Licensed Land Surveyor)

TOPOGRAPHIC MAP

(Stamped by a Washington State Licensed Land Surveyor)

- ☐ Existing grade contours at two (2) foot intervals.
- ☐ On and off-site drainage basins and areas of contributing watersheds, high water mark including the 100 year flood plain and all water courses.
- ☐ Property line dimensions, surrounding buildings or improvements within sixty (60) feet of the property, all existing structures within the property, the ROW center line to property line.
- ☐ Location of utilities (i.e. water, sewer, fire hydrants, power poles, junction boxes, telephone poles, utility vaults, etc.).
- ☐ Easement (utility, access, both private and public, etc.), covenants, street dedications, developed and undeveloped City right-of-way, alleys, etc.

CIVIL/UTILITY PLAN:

(Stamped by a Washington State Licensed Engineer)

- ☐ Location, elevation and size of all existing and proposed utilities including; water mains and lines, valves and fire hydrants, sewer mains and lines, oil-water separators, catch basins, power poles, transformers, gas, telephone, power, cable, vaults, finished floor elevations for all structures on site, storm drainage system and proposed bio-infiltration swales.
- ☐ Storm Drain Calculations; see ECDC 18.30 for design and development standards.
- ☐ Proposed shoring (temporary or permanent).
- ☐ Temporary erosion control plan.
- ☐ Easements, covenants and street dedication(s).
- ☐ Existing and proposed off street parking facilities, driveways, pedestrian, bike and transit access ways including; sidewalk locations, bike rack locations, pedestrian circulation within parking lot, proposed lighting standards, connections to adjacent properties, public safety features, connection from parking to building entrances and nearest street intersection(s).

- ☐ Specify the amount of cubic yards to be cut, excavated, removed, moved or filled. Specify the quantity of excavation and embankment, surplus or unsuitable soil to be exported and/or imported. (When grading exceeds 499 cubic yards, an Environmental Checklist and SEPA review is required unless previously completed during the ADB process). The grading quantity used for determining the grading fees and SEPA threshold shall be the larger of the volume of cut/excavation or the volume of Fill, regardless of the location on site.

STORMWATER PLAN:

(See Handout #E72)

- ☐ Submit a completed Stormwater Classification Worksheet If you are proposing Low Impact Development (LID) and/or an infiltration system to meet stormwater management requirements, see Low Impact Development handout #E72-LID, ECDC Chapter 18.30 and the Stormwater Supplement.

TRAFFIC CONTROL PLAN:

(See Handout #E81)

- ☐ Include the Traffic Mitigation Study and proof of traffic mitigation payment made to the City.

3) BOND QUANTITY WORKSHEET:

NOTE: After the Engineering Division review is complete, the Engineering Technician shall request that the plans be submitted to the City Engineer to stamp "Approved for Construction". The Lead Design Professional for the project is responsible to coordinate any necessary revisions or dimension changes to the Architectural, Site or Landscape plans based on the approved Civil plans. An Engineer's Estimate or Subcontractor bids shall be submitted with the plans for all on and off site improvements. The City shall use these figures to determine Engineering inspection fees and bonding requirements. Performance bonds are required to be posted with the City for all public improvements. (see Page 4 of this handout for more information on bonding).

4) ARCHITECTURAL SITE PLAN:

- ☐ North arrow designation. Identify and dimension all property lines, streets, alleys and easements. Submit verification of right to utilize easements.
- ☐ Approaches, driveways, public sidewalks,

required street dedications. Parking areas, existing and proposed, private sidewalks, curbs, curb ramps

- ☐ Existing and proposed buildings, (a separate permit will be required for buildings that are to be moved or demolished).
- ☐ Dimension all buildings; identify setback distances, accessory structures, decks, porches, and carports. Locate and detail the trash enclosure.
- ☐ Show and dimension all projections, awnings, cantilevered structures, roof and chimney overhangs.
- ☐ Height calculations. The Licensed Architect, Engineer or Land Surveyor for the project shall prepare height calculation.

5) LANDSCAPE PLAN:

(See Handout #P9)

Submit plans approved by Architectural Design Board with the following:

- ☐ Property lines, streets, alleys and easements, parking layout, circulation, driveway location, parking stalls, accessible parking, path of travel and striping.
- ☐ Existing on-site vegetation to remain, proposed plantings and planting medium.
- ☐ A plant legend including common and botanical names; call out spacing, location, size, quantity and symbol of all proposed plantings.
- ☐ Irrigation sprinkler location (a separate permit from Public Works is required).
- ☐ Utility vaults with backflow prevention devices.
- ☐ Proposed or existing physical elements such as fencing, screening, retaining walls, rockeries, signs and designated open space. Streams, creeks or ponds that cross or abut the property.
- ☐ Locate and detail the trash enclosure.
- ☐ Location, type and wattage of exterior lighting, include parking garages and walkways, lots or striped surfaces. Attach two (2) copies of an exterior lighting budget per WSEC Chapter 15.
- ☐ Curbs where paving abuts landscaping, detail wheel stops, interior parking lot landscaping.
- ☐ Licensed subcontractor's landscape bid prior to permit issuance. It is the lead design professional's responsibility to ensure that the approved landscape plan is consistent with other approved site development plans and it is highly recommended that an overlay be done to eliminate plan discrepancies.

6) GEOTECHNICAL EVALUATION/SOILS REPORT

A geotechnical evaluation/soils report must be prepared, stamped and signed by a Washington State Licensed Engineering Geologist or Geotechnical Engineer in accordance with International Building Code Chapter 18, including additional requirements specified for Seismic Design Category D.

7) ARCHITECTURAL PLANS - scaled 1/4"=1'

(Plans must be stamped and signed by a Washington State licensed Architect and/or Structural Engineer)

COVER SHEET:

- ☐ Complete legal description with copies of easements and property tax account parcel number(s).
- ☐ Vicinity map, showing sufficient area and detail to clearly locate the project in relation to arterial streets. Show distance to buildings and structures within 60 feet of the property.
- ☐ Name, address, phone number of Owner(s), Surveyor, Architect, Civil, Structural, Engineering Geologist & General Contractor.
- ☐ Name, address, phone number of contact person for the review of the project.
- ☐ Zoning, lot area, building square footage by floor and percentage of lot coverage.
- ☐ The Architectural Design Board (ADB) number and approval date and all other permits or actions pending on the project.
- ☐ General Notes shall contain the following:
 - i.) The IBC designation of occupancy group for each type of use and occupant load.
 - i.) Type of construction.
 - i.) The total building area in square feet and a breakdown of each floor or level in square feet.
Provide allowable area and height calculations.
 - i.) Number of dwelling units, including listing of all accessible unit types.
 - i.) Fire protection system proposed, i.e., sprinkled, fire alarm, smoke removal system.
 - i.) Indicate all required Special Inspections per IBC Chapter 17.
 - i.) The number of required and proposed parking stalls.
 - i.) Indicate all separate permits and deferred submittals.

SUBSEQUENT PLAN PAGES INCLUDING:

- ☐ FOUNDATION PLAN
- ☐ FLOOR PLANS
- ☐ FRAMING PLANS
- ☐ SECTION VIEWS
- ☐ CONSTRUCTION DETAILS
- ☐ ELEVATIONS

8) STRUCTURAL CALCULATIONS

9) WASHINGTON STATE ENERGY CODE

Compliance calculations and forms for:

Building Envelope;

Interior and Exterior Lighting;

Energy Metering.

State compliance forms can be found on line at:

https://waenergycodes.com/compliance_forms.php

10) ADDITIONAL REQUIREMENTS:

SPECIAL INSPECTIONS:

The Cover Sheet for the project shall list all special inspections required for the project. Prior to issuance of the building permit a City Special Inspection and Testing agreement must be submitted and approved for each inspection firm that will be used on the project.

STATE CONTRACTOR LICENSING:

Prior to the issuance of any building permit, the contractor of record shall provide evidence of a current State of Washington Contractors License. Pursuant to State law, the general contractor of record is responsible to verify State contractor licenses for all subcontractors on the job.

11) BONDING:

SITE:

The City requires Performance and Maintenance Bonds for certain site improvements. Prior to permit issuance, a bond for offsite improvement work is to be posted with the City. The bond amount is determined by licensed subcontractor's bids or an engineer's cost estimate. The City of Edmonds utilizes the King County Bond Worksheet.

Prior to the request for final occupancy the property owner or responsible party is required to post a Maintenance Bond (bonding company or frozen fund) at a rate of 15% of the original Performance Bond amount to guarantee maintenance of site improvements.

LANDSCAPE:

Prior to the request for final occupancy the property owner or responsible party is required to post a Landscape Maintenance Bond (bonding company or frozen fund) at a rate of 15% of the original Landscape Bid amount to guarantee maintenance of site landscaping.

CITY BUSINESS LICENSE:

Each contractor or subcontractor who performs work in the City is required to obtain a City Business License. Apply online at <http://business.wa.gov/BL> or call The State of Washington Business Licensing Service at 1-800-451-7985.

After occupancy of the building is granted each individual business that occupies tenant space must obtain a City Business License.